

PETTY CASH REQUEST FORM

TODAY'S DATE:

NOTE: Cash *cannot* be disbursed unless an invoice or other appropriate documentation ("back-up") is attached. Present completed form to Marsha Free for reimbursement.

PAYABLE TO: (Payee)		
DESCRIPTION:		
AMOUNT:	\$	Business Office Approval:

ACCOUNT(S) TO BE CHARGED:	ACCOUNT NUMBERS:	AMOUNT:
		\$
		\$

Authorized Signature:	Dept:
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If you have any questions whatsoever regarding the account to be charged, please do not hesitate to call Mary Chamberlin at extension 224 or Marylyn Tuura at extension 230. Thank you very much for your cooperation.

St. Pius X Catholic High School
Business Office
Rev 09/07

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